**JOB APPLICATION**

**Honourable Recruiter,**

You are looking for someone flexible enough, and result oriented in the Accounts & Finance department of your organization. Because of my inherent skills in the Financial Accounting, Financial Reporting, Corporate Reporting, Management Accounting, Financial Management, Auditing and strong background in Business Studies, I want to demonstrate my skills in your premier organization.

I hold an experience of working in the Accounts & Finance department of Ala Lumen Modica (Pvt.) Limited as an Executive Accounts Officer and also worked in Shezan International Limited as Accounts Officer. At present, I have served Horti Group in the capacity of Assistant Accounts Manager.

I have strong Accounting Soft wares and interpersonal skills and enjoyed the positions to lead people. I am energetic and creative about my career and life. I am very determined and integrated with my responsibilities. My personal and professional skills would definitely be very helpful for me in the job.

I have attached my Resume for your consideration. Your positive response in this regard shall be highly appreciated.

With best regards,

**CAREER OBJECTIVE**

I am looking for an Organization that lends me a supportive and operative learning environment with ample opportunities to contribute and diversify my knowledge and skills, challenges me intellectually and offers me a good potential for career growth.

**PROFESSIONAL QUALIFICATIONS**

* **Certified Financial Consultant** (Member) Institute of Financial Consultants, USA
* **ACCA** (Finalist) Association of Chartered Certified Accountants, UK
* **Bachelors in Commerce** (B.Com) University of the Punjab, Pakistan

**PROFESSIONAL SKILLS**

I hold plenteous experience of working on the following accounting software’s. I can not only work on these software’s but can also design and implement for any organisation.

* **Oracle E-Business Suite (R-12)**
* **QuickBooks**
* **Tally**
* **Peachtree**
* **Microsoft Visual FoxPro**
* **Microsoft Office** (Excel, Word, Access, PowerPoint)

**PROFESSIONAL EXPERIENCE**

* **July, 2015 – April, 2017 (Assistant Accounts Manager)**

M/s Horti Group

* **August, 2014 -April, 2015 (Accounts Officer)**

M/s Shezan International Limited

* **March, 2012-January, 2014 (Executive Accounts Officer)**

M/s Ala Lumen Modica (Pvt.) Ltd

**DETAIL OF PROFESSIONAL EXPERIENCE**

As a part of **Horti Group**, which is a leading Landscape Design & Development Company in Pakistan, I have been performing various duties in the Accounts & Finance Department of the company and my key responsibilities were included the following:

* Project Costing
* Performing financial analysis of projects
* Preparing Financial Statements
* Bank Reconciliation
* Processing Bills
* Budgeting
* Variance Analysis
* Managing Receivables
* Aging Analysis which includes Stock aging and Receivables aging

Being the part of **Shezan International Limited,** which is mainly involved in the production and sale of Juices, Jams, Pickles, Sauces and Ketchups, I was holding various responsibilities in Accounts & Finance department and my responsibilities were included the following:

* Maintaining the inventory records
* Voucher Posting
* Product Costing
* Stock Aging Analysis
* Stock Taking at each quarter end
* Variance Analysis
* Sales Analysis
* Profitability Analysis

As a part of **Ala Lumen Modica** which is engaged in the business of providing education and training to professional Accountants, I had performed following responsibilities being a part of Accounts & Finance Team:

* Cash management
* Voucher Posting
* Bank Reconciliation
* Managing receivables and payables
* Receivables Aging Analysis
* Reconciling the accounts
* Preparing day end cash position reports

**LANGUAGE SKILLS**

* English, Punjabi, Urdu

**LEISURE ACTIVITIES**

* Badminton, Cricket, Internet surfing, Movies, Travelling